



Minutes - Approved

Public Records Board

June 15, 2020; 1:00pm
Virtual Meeting via Skype

Board Members Present: Paul Ferguson, James Friedman, Staci Hoffman, Julie Landrie, Abbie Norderhaug, Erin Scharlau and Melissa Schmidt

- 1) Call to Order:** 1:04 PM. Board Chair, Paul Ferguson, welcomed everyone and called the meeting to order.
- 2) Approval of November 18, 2019 Minutes:** The Board reviewed the November 18, 2019 draft minutes. Staci Hoffman moved, seconded by Melissa Schmidt, that the minutes be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

- 3) Comments from the Chair:** Board Chair, Paul Ferguson, noted that Matt Blessing retired in late March and, as vice-chair, he is currently the interim chair. Paul thanked Matt for his time, service, and leadership while on the Board. The Wisconsin Historical Society designee on the Board is now Abbie Norderhaug.

Paul discussed the impact of COVID-19 on Board operations. The first quarter meeting was cancelled so the Board will be voting on both the first and second quarter RDA indexes today. The Operations and Training Advisory Committee (OTAC) second quarter meeting was cancelled. The Records Management Committee met in first quarter as usual and met via teleconference for the second quarter. The Board is meeting virtually via Skype today and has been notified that the Legislative Audit Bureau conference room will no longer be available for 2020 at least. Board members will be apprised in the future about the remaining meetings for 2020. As the year is half over and Matt has retired, the 2019 annual letter will not be sent out. Three General Records Schedules sunset in 2020, the Executive Secretary will be extending the sunset date per Board policy to allow for ample review and revision time: Public School Districts, County, and Administrative.

4) Committee Reports

a. Records Management Committee

- i. **Review of Records Retention Disposition Authorizations (RDAs) on the First and Second Quarter Public Records Board (PRB) Records Series Indexes:** Committee Chair, Paul Ferguson, reminded everyone that both the first and second quarter indexes were being reviewed for approval.

He opened a discussion of the first quarter index by Board members. Board members asked a couple questions about specific submissions which were discussed and answered. Staci Hoffman moved, seconded by Melissa Schmidt, that the submissions on the first quarter index be approved. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Paul opened the discussion of the second quarter index by Board members. He also noted that the Committee wanted to discuss two Dept. of Transportation (DOT) RDAs on the second quarter index with the Board before making a recommendation: 1031 and 1032. Both RDAs focus on video recordings of a State facility and differ from the current General Records Schedule (GRS) RDA FAC00082 and do not follow the current GRS policy. The Board discussed the RDAs at length and DOT representatives provided further information and answered questions. Board members asked questions about several RDAs. Agency representatives in attendance provided input and answered questions. There was a question on Dept. of Natural Resources (DNR) RDA 1161 that could not be answered. Motions made and voted on during the review of the second quarter index:

Paul Ferguson moved, seconded by Julie Landrie, that the submissions on the second quarter index be approved except for DOT RDA 1031, DNR RDA 1161, and Dept. of Children and Families (DCF) RDA 1081. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Julie Landrie moved, seconded by Staci Hoffman that DNR RDA 1161 not be approved. The motion was approved. Board support staff will contact DNR regarding their questions.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		

Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Paul Ferguson moved, seconded by Melissa Schmidt, that DCF RDA be approved as amended. The motion was approved. Board support staff will work with the Records Officer on the amended RDA.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Staci Hoffman moved, seconded by Julie Laundrie, that DOT RDA 1031 be approved with the Board’s concern noted regarding the 72 hours retention, however, the Board understands longer retention is cost prohibitive and capturing the information meets the goal of the project and with the stipulation that DOT post proper notification of the 72 hour retention in each facility.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

- b. **Operations and Training Advisory Committee:** The Committee Chair, Julie Laundrie, reported on items discussed at the February 18, 2020 meeting. They did not meet in second quarter, but plan to hold the third quarter meeting.
 - i. **PRB Training Materials:** The Committee reviewed proposed revisions to the informational sheets which coordinate with the current training PowerPoint presentations. The next step will be to discuss the updated drafts then review the PowerPoint presentations.

5) Other Business

- a. **Annual Election of Public Records Board Officers:** Paul overviewed the process for newer Board members.

Staci Hoffman moved, seconded by Julie Laundrie, that Paul Ferguson be Board Chair. The motion was approved. James left the meeting prior to this vote.

Member	Aye	No	Abstain
James Friedman	N/A		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		

Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson			X

Paul Ferguson moved, seconded by Julie Laundrie, that Melissa Schmidt be Board Vice-Chair. The motion was approved.

Member	Aye	No	Abstain
James Friedman	N/A		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt			X
Paul Ferguson	X		

Julie Laundrie moved, seconded by Staci Hoffman, that Abbie Norderhaug be Board Secretary. The motion was approved.

Member	Aye	No	Abstain
James Friedman	N/A		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug			X
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

- 6) Adjourn: Paul Ferguson moved, seconded by Erin Scharlau, that the meeting be adjourned. The motion was approved. Meeting adjourned at 3:20 PM.

Member	Aye	No	Abstain
James Friedman	N/A		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Next scheduled meeting: August 31, 2020.